

SUBJECT: Security Requirements for Contract Statement of Work as Recommended by Security

1. GENERAL: All contractor, sub-contractor, or any representative of a contractor, who will be working on US Army Yuma Proving Ground, shall abide by all security regulations and shall be subject to security checks/inspections.

2. SEARCHES AND SEIZURE. Personnel and property shall be subject to search and seizure IAW AR 190-22, upon entering the confines of the USAYPG installation, while on the installation, and upon leaving the confines of the installation.

3. INSTALLATION ACCESS.

a. All personnel shall be responsible for assuring authorization to perform work on this installation.

b. Ten days prior to commencing work, the installation or company shall provide to each addressee below a listing of all personnel employed that will be on site at YPG.

(1) Yuma Proving Ground
ATTN: SFCA-NR-YM
Contract No. _____
Yuma, Arizona 85365-9106

(2) Yuma Proving Ground
ATTN: CSTE-DTC-YP-CS-LE
Contract No. _____
Yuma, Arizona 85365-9116

c. The information required for each employee is:

- (1) Employee's full name
- (2) Social Security Number
- (3) Date and Place of Birth
- (4) Naturalization number (if applicable)
- (5) Citizenship
- (6) Alien Registration numbers shall be provided for each employee who is not a United States citizen
- (7) Date of Visit: From _____ To _____
- (8) Purpose of visit
- (9) YPG point of contact

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d. Any change in personnel information furnished on the above visit requests resulting from hiring, discharge, termination or employment actions or other personnel changes shall be reported immediately in writing to the above addresses.

4. SECURITY BADGES:

a. Employee working on YPG shall obtain a security badge from the installation Pass and ID section, for the areas they will be working in. An EYP Form 1002 will be filled out by contract management along with a visit request. The Contracting Officer Representative shall be the approving authority for the contractor's badges.

b. Security badges shall be worn in plain sight above the waist while on the installation (as safety permits).

c. Visitors and contractor employees who do not work in a controlled area but may on occasional basis be required to enter a controlled area shall be escorted.

d. Contractor personnel issued security badges shall not permit others to use them, nor shall they be used for personal identification outside USAYPG. Anyone found allowing this to happen shall not be permitted to work at USAYPG.

e. The Contractor shall be held accountable for all security badges issued to his personnel. If a security badge is lost, a report shall be filed immediately with Law Enforcement & Security Division. All security badges shall be returned to Law Enforcement & Security Division place of issuance) at the completion of the contract, when employees are terminated, upon expiration of the security badge, or sooner if so directed by the Contracting Officer. Failure to comply with this procedure shall result in final payment being withheld until all security badges are accounted for and returned.

5. PROTECTION OF PRIVACY OF INFORMATION. Information submitted to the Law Enforcement & Security Division, such as that addressed in the Installation Access requirements, (i.e. visit requests) shall be protected from unauthorized disclosure and shall be submitted in sealed envelopes or Faxed to the appropriate office.

6. FOREIGN NATIONALS: Foreign national employees are discouraged from operating computer systems at USAYPG. However, if circumstances necessitate this action, foreign nationals must have a favorable National Agency Check or host country equivalent. The investigation must be completed prior to access to our computer systems. If a foreign national requires access to YPG systems, a waiver must be completed and submitted to Developmental Test Command (DTC), Aberdeen Proving Ground.

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7. AUTOMATION SECURITY REQUIREMENTS:

a. U.S. Contractor employees who shall operate USAYPG computer systems or operate computers that process USAYPG information shall possess a favorable National Agency Check.

b. Personnel shall comply with AR 380-19 and applicable supplements thereto and current applicable accreditation documentation for computer systems utilized at USAYPG.

c. Use of privately or company owned computers are prohibited at USAYPG without prior written consent of the Information Assurance Manager (IAM).

d. The contractor shall develop and maintain an AIS Operating Procedural Plan (OPP) to describe the operating procedures for safeguarding sensitive data and protecting data processing systems resources according to assigned sensitivity level/system and the data. The AIS SOP is not to be confused with the Standard Practice Plan requirement of the Industrial Security Plan. The contractor shall submit to the DOIM, ATTN: CSTE-DTC-YP-YT-IM, Information Assurance Manager, 301 C Street, Yuma, AZ 85365-9498, the proposed AIS OPP within 45 days after award of the contract for review and approval. In no case shall the contractor process sensitive data prior to AIS OPP approval and implementation.

e. To the maximum extent possible, the AIS OPP shall be based on the current AR 380-19 and all supplements thereto, and current system accreditation documents. Copies shall be provided upon request. The AIS OPP at a minimum shall include security procedures for:

- (1) Investigating security incidents
- (2) Provide Physical Security
- (3) Investigations for AIS sensitive positions
- (4) Assessing employees performance behavior
- (5) Securing files and documents
- (6) Providing risk management and risk assessment (as applicable)
- (7) Preparing an accredited document as applicable
- (8) Conducting security briefing
- (9) Individual security responsibilities, i.e. TASO, operators, programmers, etc.
- (10) Conducting security and hazard training
- (11) Changes to the AIS OPP documents.

8. PERSONNEL SECURITY:

a. Contractor employees performing on contracts in positions designated ADP I, ADP II, and ADP III sensitive positions, per AR 380-67, paragraph 3-614, and Appendix K will have appropriate investigations as identified below:

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(1) ADP I - Background Investigation or Special Background Investigation.

(2) ADP II - National Agency Check or Agency Check with Inquiries.

(3) ADP III - National Agency check, Entrance National Agency Check or National Agency Check with Inquiries.

b. Employees who possess a security clearance granted by DISCO shall not be reprocessed for applicable investigation identified above.

c. The Contractor shall prepare a listing of ADP sensitive positions containing the below listed information, a copy shall be maintained for his records, and a copy forwarded to Information Management Division, ATTN: IAM

d. Individuals requiring computer access for ADP II and III prior to the completion of security investigation will request:

(1) The Application for Public Trust (SF85P) or the Request for Security Clearance (SF86) to be submitted to the appropriate investigative agency.

(2) A local check has been completed by Law Enforcement & Security Division with favorable results.

(3) Network Access Request Form has been completed.

(4) The System Rules of Behavior YPG Computer User Guide, Appendix J of the Site Security Accreditation Authorization are complied with.

(5) That an O5 commander or equivalent signs the endorsement request which grants access to a USAYPG computer system prior to the completion of the investigation.

e. Shall apply for security investigations for contractor personnel within 10 workdays after contract has been awarded.

f. All new employees will apply for their security investigations within 5 days of employment. Contractor will initiate the National Agency Check within 5 working days. It is preferable that the investigation be completed prior to the employee starting work, as their employment is dependent upon a favorable investigative results for continued installation access and access to it assets at YPG.

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9. REQUIREMENTS FOR CLASSIFIED CONTRACTS:

a. The contractor shall provide a classified visits request in accordance with requirements of DoD 5220.22-M. The term "classified visit request" does not mean the "visit request" is classified, it means the visitors possess the appropriate security clearance, the need-to-know, and shall have access to classified during the performance of the contract.

b. Shall initiate security clearance action in accordance with DoD 5220.22M (National Industrial Security Operating Manual) as applicable.

c. Personnel who have not received security investigation/clearance will not be permitted to work with classified information.

d. All contractor employees employed in the performance of a classified contract at YPG shall be native born or naturalized USA citizens. Naturalized citizens may be required to submit copies of naturalization documents.

e. During the performance of the contract, if the contractor shall have access to classified information a copy of DD Form 254, Department of Defense Contract Security Classification Specifications, shall be attached to the contract.

f. The contractor shall possess a facility clearance appropriate to the level of classification accessed.

g. Contractor employees operating computers that process-classified information shall possess the appropriate level; security clearance.

h. If any individual is placed in a position where a security clearance is required and for whatever reason the security clearance cannot be granted by the Defense Industrial Security Clearance Office (DISCO), Columbus Ohio, the individual shall be removed and not authorized to work at YPG or re-assigned to a position that does not require a security clearance.

10. REQUIREMENTS FOR FORCE PROTECTION:

a. The Contractor shall develop a Bomb Evacuation Plan which shall reflect a clear understanding of all tasks required to evacuate all contractor operated facilities in the event of a terrorist act. As a minimum, the manual will address:

- (1) Who is the organizational Personal Protection Officer (Bomb Threat Officer)
- (2) Who will or will not search for a bomb
- (3) What will be done if a bomb is found

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- (4) Policy on a hostage situation
- (5) Where the evacuation assembly area is (and alternate point) for each contractor operated building
- (6) The contractor shall exercise evacuation plans at least annually

b. The contractor shall provide Personal Protective Measure training, to the extent that all employees know and are familiar with the contents of the evacuation plan, to execute a safe and harmless evacuation. This training shall be documented in writing annually and within 30 days of being assigned to YPG.

c. All written plans, procedures, and training records shall be available for inspection by the COR, the EOC, security personnel or the Force Protection Office.

d. Contractors are encouraged to have their employee receive annual AT awareness training and an AOR up-date prior to traveling outside the 50 United States, its territories and possessions (to include temporary duty). The Installation Force Protection Office (FPO) will provide guidance on accomplishing this task. (Appendix F, AR 525-13 (4 January 2002) F-1c).

11. SECURITY INSPECTIONS:

a. The contractor shall be subject to announced and unannounced security inspections conducted by Physical Security, IA Security and Industrial Security.

b. Inspection reports shall be provided through the Contracting Officer Representative to the Contractor for action.

12. VEHICLE REGISTRATION. Motor vehicles entering the boundaries of USAYPG shall have a valid license and state registration. State license and registration shall be maintained current during the time the vehicle is in use on the installations. DoD vehicle decals are required and contractor personnel shall return registration decals within 3 workdays after termination or completion of work under this contract, or if the vehicle is no longer used in support of the YPG contract. The vehicle decal will not be used to gain access to other military or DoD facilities when not in support of the YPG contract under which the decal was issued.

13. DAMAGE. The contractor is responsible for the safeguard and protection of all materials and equipment under his control. The contractor shall report any damage, vandalism, or theft of his property on YPG to the Police Desk.

14. VIOLATIONS:

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a. All security violations or suspected violations of the AIS nature shall be reported to the Automated Information Systems Information Systems Officer (AIS SSO) and the Information Assurance Manager (IAM) for the installation.

b. All security violations or suspected violations involving classified shall be reported to the Industrial Security representative for the installation.

c. All other violations or suspected security violations shall be reported to the Police Service Branch, Law Enforcement and Security Division

15. LOCK AND KEY CONTROL: The contractor shall comply with the lock and key control procedures outline in AR 190-51, the installation lock and key SOP and applicable supplements thereto.

16. OPSEC: The contractor shall develop an OPSEC Plan and submit it for approval within 45 days after award of the contract, to Law Enforcement and Security, ATTN: Industrial Security, for review and approval. The YPG OPSEC Plan shall be provided to the contractor upon award of the Contract, which may be used as a guide for developing the Contractor OPSEC Plan.

17. References:

a. AR 190-11, Physical Security of Arms, Ammunition and Explosives, used as the basic security directive for safeguarding Arms, Ammunition, and Explosives.

b. AR 190-13, Army Physical Security Program, used as the basic security directive for Restricted Areas.

c. AR 190-22, Searches, Seizures and Disposition of Property, used as the basic directive for vehicles and personnel inspections.

d. AR 190-51, Safeguarding of Unclassified Property (Sensitive and Nonsensitive), used as the basic security directive for safeguarding vehicles and securing buildings.

e. AR 380-5, Department of the Army Information Security Program, used as the basic security directive for safeguarding classified.

f. AR 380-19, Information System Security, used as the basic security directive for safeguarding Computer activity.

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g. AR 525.13, Antiterrorism, used as the basic security directive for antiterrorism and Bomb Threat and Incident Plan Evacuation Plans, WMD's, vehicle and personnel inspections, and Terrorist attacks or terrorist incidents responses.

h. DoD 5220.22-M - National Industrial Security Program, used as at security directive for safeguarding classified information

i. In addition to the listed regulations and plans there may be other security requirements, which shall be introduced to the contractor for the protection of classified and national security.

19. The proponent of this requirements document is Joe Coufal, extension 2216